

# Santa Rosa Junior College

## Program Resource Planning Process

### Scholarship 2014

#### 1.1a Mission

SRJC Scholarship Programs provide comprehensive scholarship and related outreach services which assist entering, continuing, program completing and transferring students in achieving their educational goals.

#### 1.1b Mission Alignment

Strategic Plan: Goals and Objectives	Scholarship Alignment with Strategic Plan
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**A. Support Student Success:** *Support development of the whole student from early college awareness through successful completion of educational and career goals*

Provide outreach to all District high schools (including alternative, continuation and community schools) and other on-campus and community locations upon request.

Participate in SRJC Team Outreach throughout the year. This outreach function saw a limited return in 2012-13 in anticipation of the return of the Doyle Scholarship in 2013-14. A vacancy remains in the Scholarship Outreach Coordinator position. Currently, Scholarship Outreach is primarily provided to high schools by the Financial Aid Outreach Coordinator that visits all area high schools including continuation schools.

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**B. Foster Learning and Academic Excellence** *Foster learning and academic excellence by providing effective programs and services*

Assist students to succeed in meeting their educational goals by providing comprehensive instructional and student support services.

Challenge students to participate fully in the learning process by teaching students to be responsible for their academic success.

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**C. Serve our Diverse Communities** *Serve our diverse communities and strengthen our connections through engagement, collaboration, partnerships, innovation, and leadership*

Promote open access through actively eliminating barriers to a college education. Through the Foundation and Business & Community Scholarship programs, the Scholarship Office engages with a wide-variety of organizations.

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Students seeking scholarship are exposed to a variety of community-based service organizations.

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**D. Improve Facilities and Technology** *Provide, enhance, integrate, and continuously improve facilities and technology to support learning and innovation*

Scholarship operations are continually monitored and improved for technology improvements. Scholarship seeks to enhance operational efficiency while opening up access to students through technology.

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**E. Establish a Strong Culture of Sustainability** *Establish a culture of sustainability that promotes environmental stewardship, economic vitality, and social equity*

In 2013-14, Foundation continuing and transferring applications went paperless. Separate Cycle scholarship applications are offered online as PDF forms, eliminating the need to print numerous copies.

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**F. Cultivate a Healthy Organization** *Cultivate an inclusive and diverse organizational culture that promotes employee engagement, growth, and collegiality*

*Scholarship Programs employees are provided opportunities to grow and develop professionally.*

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**G. Develop Financial Resources** *Pursue resource development and diversification while maintaining responsible fiscal practices and financial stability*

*The Scholarship Office pursues funding resources to assist with programs and services.*

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**H. Improve Institutional Effectiveness** *Continuously improve institutional effectiveness in support of our students, staff, and communities*

*Scholarship Programs employees participate in the District's shared governance and are engaged in District-wide planning and committees.*

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## 1.1c Description

Scholarship Programs operates year-round and provides scholarship information, resources and support services to students, parents and community members. The office publicizes local, state and national scholarship opportunities, coordinates scholarship selection committees and administers scholarship payments to continuing and transferring students. For the 2013-14 year more than 1,500 scholarship applications were received and over 1,250 individual awards were made to students.

## 1.1d Hours of Office Operation and Service by Location

### LOCATION & HOURS

#### **Santa Rosa Campus**

Plover Hall

TEL (707) 527-4740

M - F, 8:00 AM-5:00 PM

Closed Fridays in June & July

#### **Petaluma Campus**

**Closed daily 1:00-2:00PM**

Jacobs Hall, Room 116

TEL (707) 778-2461

M, T, Th, 8:00 AM-5:00 PM,

W, 8:00 AM-7:00 PM

Closed Fridays

## 1.2 Program/Unit Context and Environmental Scan

All funds in the 4000s and 5000s are used each year. The Scholarship Office prints brochures, letters and other related materials to distribute to all scholarship recipients (nearly 2000) as well as outreach materials for all local high school seniors and the general public.

The allocation from the Doyle Fund resumed in September 2012 with a 5% ACA of \$30,500 for the 2012-13 year. This was after four years at a \$0 level, reflecting reduction in workload and costs associated with contraction of the Doyle program. For the 2013-14 year, the allocation from the Doyle Fund ACA will be \$45,000. The administrative cost allowance will accumulate to assist with program growth in the future.

The Doyle Scholarship Program returned in 2013-14. Over 730 recent, local high school graduates applied for the Doyle Scholarship with 689 meeting the qualifications to receive the award. Of these, 448 students (65% of qualified applicants) enrolled full-time at SRJC during Fall 2013 and received the \$700 awards. The Doyle Scholarship Program will now continue to award scholarships to qualified local high school graduates in Fall 2014 and beyond.

## 2.1a Budget Needs

For the 2013-14 year, Scholarship Programs has a total budget of \$297,886; the 2012-13 total budget was \$302,932.

Costs remain contained by:

- 1) continued reassignment of a .75 Administrative Assistant 1 to Academic Affairs; part of the Fall 2010 reengineering
- 2) continued reassignment of a .50 FTE Financial Aid Tech I to the Financial Aid department (and the BFAP budget)
- 3) a carried vacancy in the .50 FTE Scholarship Outreach Coordinator position

## 2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
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## 2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Scholarship Technician (75%)	30.00	12.00	Maintains data for Foundation and Business/Community scholarship processing; coordinates with SRJC Foundation staff for disbursement of scholarship funds; advises students, parents and community members regarding scholarship requirements; determines scholarship recipient eligibility; generates POs and graphics orders; works with >1300 awards each year for >\$1,000,000.
Administrative Asst I	30.00	12.00	VACANT - EFFECTIVE OCTOBER 1,2010 PERMANENTLY REASSIGNED THROUGH REENGINEERING; Provides front counter and phone coverage for students, parents and community members; answers questions regarding scholarship policies and procedures; maintains scholarship advertisements in office as well as on-line; provides clerical support to supervisor.
Scholarship Technician	40.00	12.00	Coordinates application and award process for Doyle Scholarships; disburses Doyle and Bridging the Doyle funds to eligible students; determines applicants' academic eligibility and financial need; monitors continuing eligibility; works with >700 applications this year for >\$500,000.
Outreach Coordinator	20.00	12.00	VACANT; Coordinates scholarship outreach presentations for the District; provides informational presentations to SRJC students, area high schools, parents and community; advises students in their scholarship search and application process; plans and organizes the Circle of Honor event to recognize scholarship donors and recipients.
Financial Aid Technician I	20.00	12.00	VACANT--EFFECTIVE FALL 09 TEMPORARILY REASSIGNED TO FINANCIAL AID; Evaluates and determines basic student eligibility for financial aid programs; verifies financial aid information reported on applications and additional documents; prepares award letters; enters student information into specialized financial aid software; assists with front counter and phone coverage.

## 2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Manager, Scholarship Programs	40.00	12.00	Administers the comprehensive scholarship programs for SRJC including the Doyle Scholarship Program, Bridging the Doyle Program, SRJC Foundation Scholarship and Business & Community Scholarship programs. Manages the operation of the Scholarship Office including budget management, staff supervision, new scholarship development, outreach activities, financial reporting and analysis, and disbursement of scholarship funds.

## 2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
Student Worker	24.00	12.00	Provides front counter and phone coverage for students, parents and community members; answers questions regarding scholarship policies and procedures; maintains scholarship advertisements in office as well as on-line; provides clerical support to supervisor.
STNC - Special Assignment	20.00	6.00	Provides front counter and phone coverage to assist students, parents and community members; answers questions regarding scholarship policies and procedures; maintains scholarship advertisements in office as well as on-line; provides clerical support to supervisor. Verifies student information for scholarship applications, including Foundation, Community and Organization, and Doyle Scholarships.

## 2.2d Adequacy and Effectiveness of Staffing

For the 2013-14 year, Scholarship Programs has 1.0 FTE Manager and 1.75 FTE Support Staff. Vacancies include:

- 1) .75 Administrative Assistant 1 (Reassigned through Reengineering)
- 2) .50 vacancy in the Outreach position
- 3) .50 FTE FA Tech I has been reassigned to the Financial Aid department (and BFAP budget).

The remaining staff are able, with the assistance of a 24 hr per week Student Worker and a 20 hour per week STNC, to cover the department's full-time service hours and to meet processing needs for student scholarships.

Now that the Doyle Scholarship program has returned (beginning with Fall 2013 awards), additional staff will be needed to accommodate this program's growth. The amount of staff needed will depend on the rapidity and size of the program growth. In addition, other new Foundation endowed awards (Teaching Fellows, Foster Youth Completion Incentive Award, New & Returning Scholarship), which are labor intensive may create additional workload that exceeds the 70 hrs/week available with 1.75 FTE staff.

## 2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
0001	Santa Rosa	01	02	Scholarship Technician-75%	Scholarship Technician-100%	Classified
0002	Santa Rosa	01	02	VACANT	Administrative Assistant 1-50%	Classified

## 2.3a Current Contract Faculty Positions

Position	Description
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### 2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
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### 2.3c Faculty Within Retirement Range

N/A

### 2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

### 2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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### 2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

### 2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
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### 2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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## 2.5b Analysis of Existing Facilities

Facilities in Plover Hall on the Santa Rosa campus are adequate and spacious and allow room for program growth. Students regularly use the kiosks in the lobby area to access various on-line scholarship opportunities and applications.

Financial Aid/Scholarship moved to Jacobs Hall in the Resource Service Center on the Petaluma Campus in May 2010. This relocation addresses the lack of useable space in the former location and provides much improved space for advertising scholarship opportunities and conducting scholarship workshops at that campus.

## 3.1 Develop Financial Resources

The allocation from the Doyle Fund resumed in September 2012 with a 5% ACA of \$30,500 for the 2012-13 year. For the 2013-14 year, the allocation from the Doyle Fund ACA will be \$45,000. The administrative cost allowance will accumulate to assist with program growth in the future.

## 3.2 Serve our Diverse Communities

All classified job announcements include preference for applicants who are bilingual (English/Spanish). The Manager of Scholarship Programs will complete a 4-unit Spanish 1 class at SRJC by the end of Spring 2014 with dual objectives 1) to develop Spanish language skills 2) to better understand the language barriers of English language learners. The Scholarship Technician 75% intends to enroll in Spanish 1 in Fall 2014 with the same objectives.

In 2014-15 Scholarship Programs plans to offer Spanish language scholarship workshops to prepare students to complete the SRJC Foundation application and learn about scholarship opportunities. These workshops will be offered at both the Santa Rosa and Petaluma campuses.

## 3.3 Cultivate a Healthy Organization

The District-wide closure for the fall and spring PDA days allows Classified Staff members to fully participate in the activities. Staff members attend SRJC courses and other trainings which are relevant to their job skill requirements.



In addition to trainings, the 1.0 Scholarship Technician has been actively involved in the following SRJC activities:

- Senator of the Classified Senate
- Member of the SRJC Alumni & Friends Association and chairs their Scholarship Committee
- Member of the Environmental Scan Strategic Planning workgroup

### 3.4 Safety and Emergency Preparedness

Student Financial Services has three area safety leaders: Rachael Cutcher (Scholarship), Craig Rowland (Veteran's Affairs), and Brian Wilson (Financial Aid). These employees participate in District-wide safety trainings.

The Manager, Scholarship Programs became First Aid/AED certified.

### 3.5 Establish a Culture of Sustainability

The Scholarship Program produces a significant amount of printed information for distribution and retention. In 2011-12 the Scholarship Program made the Foundation applications for continuing and transferring students available online as a printable PDF document. Out of the 910 Foundation applications received for the 2012-13 scholarship program, 538 (59%) were printed from the online form. During 2012-13, in cooperation with Information Technologies, Scholarship Programs piloted an online application that students could submit completely electronically through their SRJC "myCubby" student portal. The application was designed to integrate seamlessly into the scholarship database in SIS. The online application mimicked the PDF and paper applications in look and content. Upon its launch in February 2013, 552 students utilized the online function. Out of the applications started online, only 66 (7%) students were included in the applicant pool. The other 486 applicants submitted incomplete applications or did not meet the minimum eligibility requirements.

In 2013-14, Foundation continuing and transferring applications went paperless! The online PDF form was replaced by a link to the online application that was piloted in 2012-13. Paper applications remained available to students upon request. The Scholarship Office received **one** request for a paper application, which was completed and filed by the student.

This automation reduced the amount of printed materials and the number of staff hours required for data entry and application verification of eligibility. This automation also allowed the Scholarship Office to conduct outreach to students throughout the application

process. We were able to track student progress throughout the application period (if they started an application, whether the student met eligibility and when the application was officially submitted). The Scholarship Office was able to send tailored portal announcements encouraging students to complete the applications, to attend workshops, and to contact the office with questions.

904 complete and eligible applications were received by the deadline, which is approximately the same number received on an annual basis.

-226 Transferring Applications

-678 Continuing Applications

A total of 3,112 students started the online application, but did not complete the process:

-1,191 **eligible** applicants did not complete the application

-1,017 applicants were **ineligible** (reasons varied from low GPA, low units enrolled, low units completed, or not enrolled)

The use of electronic communication and distribution of scholarship materials to the selection committees continued to expand in 2013-14.

The Scholarship Program advertises and promotes "separate cycle" applications throughout the year for special Foundation scholarships, community and business organizations, and local and national scholarship programs. During 2013-14 these applications continued to be made available to students online as fillable and printable PDF documents.

Announcement of scholarship opportunities continue to be made through electronic means rather than paper.

### **Accessibility**

By making scholarship forms available online, students have the ability to access this information from a variety of locations and during times beyond scheduled public service hours.

Both Plover and Jacobs Halls have multiple computer kiosks available to students designated exclusively for scholarship research and information. Students who do not have access to a computer would still have the opportunity to visit the Scholarship Office in Santa Rosa or Petaluma and receive either access to a computer station and printer, or can request printed copies from the Scholarship staff.

## 4.1a Course Student Learning Outcomes Assessment

## 4.1b Program Student Learning Outcomes Assessment

### Program Level SLOs identified:

As a result of interactions with Student Financial Services, including Financial Aid, Scholarship Programs and Veterans Affairs, students will:

1. Apply for and receive financial assistance to assist with the costs of attending college;
2. Learn to manage finances, plan a budget and understand the costs associated with attending SRJC and/or a four-year institution;
3. Identify conditions that are likely to contribute to, or interfere with, their academic performance.

## 4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Service/Program	Scholarship Workshop	Spring 2010	Summer 2010	Fall 2010
Service/Program	Scholarship Service	N/A	N/A	Fall 2010
Service/Program	Apply for/receive scholarships	N/A	N/A	N/A
Service/Program	Manage finances/plan budgets	Spring 2011	Summer 2011	Spring 2012
Service/Program	Identify success/fail factors	N/A	N/A	N/A

## 4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
Business & Community Scholarship Apps	X	X	X	X	X					X	X	X	X	X		X
Doyle Scholarship Application		X	X	X	X					X	X					X

National Scholarship Applications	X	X	X	X	X					X	X	X	X	X		X
SRJC Foundation Scholarship Application	X	X	X	X	X					X	X	X	X			X

## 4.2b Narrative (Optional)

Students are required to complete scholarship applications to access scholarship programs available through the SRJC Scholarship Office. Applications vary in length and depth of required responses. Most scholarship applications can now be accessed on-line and either submitted on-line or printed out and submitted by mail.

The Foundation application process is competitive and students must develop an estimated year-long budget as well as write a college-level essay explaining their educational and career goals.

The Business & Community Scholarship applications submitted to outside organizations typically require a budget, an essay and letters of recommendation. Students must contact instructors and/or community members to request these letters. This process requires students to interact with faculty outside of their usual classroom experience.

Many SRJC students also apply for state and national awards. These scholarship applications are lengthy and require students to make their points clearly and concisely. To be competitive, students must complete applications that provide evidence of determination in their chosen field and related endeavors.

The process of completing various scholarship applications affords students an opportunity to develop skills in several institutional learning outcome areas.

## 5.0 Performance Measures

Scholarship recipients' **rate of persistence** from Fall to Spring is consistently significantly higher than the District-wide rate. Bridging the Doyle Scholars' persistence was **28% higher** than the District-wide rate. Other Scholars also remain consistently higher in persistence Fall to Spring, more than **20% higher** than the District-wide rate.

Scholarship recipients have a degree applicable **course completion rate** at a higher percentage than District-wide students. In 2012-13, the rate of completion over District-wide was **15% higher** for Bridging the Doyle Scholars and **11.7% higher** for Other Scholars.

Scholarship recipients consistently successfully complete **Basic Skills courses** (ESL, Math and English) at a higher rate than the District-wide rate. In 2012-13, Bridging the Doyle Scholars successfully completed English courses **35% higher** than District-wide rates.

Scholarship recipients receive a high percentage of the SRJC **AA/AS degrees** awarded annually. In 2012-13, **17.6% of other scholarship recipients** earned AA/AS degrees compared to a district-wide 4.7%.

Bridging the Doyle Scholars and Other Scholarship recipients with a **Primary Disability** exceed the District-wide rate: Bridging the Doyle (8%), Other Scholars (10.7%), District-wide (6.2%).

In 2012-13 other scholarship recipient rates for **ethnic minority groups** continued to exceed those of the District-wide rates. For 2012-13, Bridging the Doyle Scholars were 34.4% and Other Scholars were **30.2% Hispanic** while the general population percentage of Hispanic students was **26.4%**. Enhanced scholarship outreach efforts to the ELL and Latino communities continue to be credited. Bridging the Doyle and Other Scholarship recipients represent a diverse group of students, 47.8% Bridging the Doyle and 47.5% Other Scholars identified ethnicities other than white. This rate is slightly higher than the District-wide rate of 42.7%.

100% of Bridging the Doyle Scholars were in the under 24 **age group**. This is due to the continued suspension of the Doyle program during 2012-13; Bridging the Doyle scholarships were specifically designated to recent high school graduates.

The number of Scholarship recipients who attended **Petaluma** in 2012-13 remained steady for other scholarship recipients. Over **25% of Bridging the Doyle Scholars** and **5.2% of Other Scholars** enrolled in at least 12 units *per academic year* at the Petaluma Campus. Continued outreach and services through the Financial Aid technician assigned full-time to the Petaluma Campus are needed to continue growth of these figures on this campus.

Scholarship awards continue to assist with student's financial needs. In 2012-13, **44.6% of Other Scholars** received Pell Grants and **32.8% of Bridging the Doyle scholars** received Pell Grants compared to a District-wide measure of **14.7%** receiving Pell Grants.

In general, Bridging the Doyle Scholars and Other Scholars consistently persist from Fall to Spring at very high rates and successfully complete Degree Applicable and Basic Skills courses at much higher rates than District-wide. Scholarship recipients are more ethnically diverse and complete degrees at significantly higher than average rates.

<b>2012-13</b>	Doyle Bridge	Other Scholar	<b>District No.'s</b>	Doyle Bridge%	Other %	<b>District %</b>
<b>GENERAL DATA</b>						
Total Students	186	692	32,359	0.57%	2.14%	100.00%
Enrolled in CREDIT	186	691	32,359	0.57%	2.14%	100.00%
<b>Is English Primary Language?</b>						
YES	175	595	28,394	94.09%	85.98%	87.75%
NO	11	97	3,965	5.91%	14.02%	12.25%
<b>ENROLLMENT LOCATION</b>						
Online Courses ONLY	0	8	1,887	0.00%	1.16%	5.83%
Santa Rosa Campus ONLY	95	484	18,720	51.08%	69.94%	57.85%
Petaluma Campus ONLY	16	8	3,164	8.60%	1.16%	9.78%
Other ONLY	0	5	2,185	0.00%	0.72%	6.75%
Santa Rosa & Petaluma	68	117	4,623	36.56%	16.91%	14.29%
Santa Rosa & Other	7	68	1,533	3.76%	9.83%	4.74%
SR, Petaluma, Other	0	2	247	0.00%	0.29%	0.76%
<b>ACCESS</b>						
<b>Gender</b>						
Female	128	435	17,047	68.82%	62.86%	52.68%
Male	55	250	14,649	29.57%	36.13%	45.27%
Unknown	3	7	663	1.61%	1.01%	2.05%
<b>Age Group</b>						
< 20	185	216	7,468	99.46%	31.21%	23.08%
20 - 24	1	200	10,759	0.54%	28.90%	33.25%
25 - 29	0	85	4,605	0.00%	12.28%	14.23%
30 - 34	0	61	2,625	0.00%	8.82%	8.11%
35 - 39	0	47	1,670	0.00%	6.79%	5.16%
40 - 49	0	49	2,620	0.00%	7.08%	8.10%
50 +	0	34	2,612	0.00%	4.91%	8.07%
<b>Race/Ethnicity</b>						

White	99	363	18,546	53.23%	52.46%	57.31%
Asian	7	26	1,227	3.76%	3.76%	3.79%
Black	3	15	828	1.61%	2.17%	2.56%
Hispanic	64	209	8,557	34.41%	30.20%	26.44%
American Indian/Alaskan	0	27	266	0.00%	3.90%	0.82%
Pacific Islander	1	3	137	0.54%	0.43%	0.42%
Filipino	0	7	283	0.00%	1.01%	0.87%
Multiple Ethnicities	10	22	1,376	5.38%	3.18%	4.25%
Unknown	2	20	1,139	1.08%	2.89%	3.52%
<b>Disability</b>						
Primary Disability	15	74	1,991	8.06%	10.69%	6.15%
Secondary Disability	6	31	837	3.23%	4.48%	2.59%
Dept of Rehabilitation	0	2	73	0.00%	0.29%	0.23%
<b>Financial Aid</b>						
Not Received	0	179	19,199	0.00%	25.87%	59.33%
Received	186	513	13,160	100.00%	74.13%	40.67%
BOG Waiver	113	496	12,939	60.75%	71.68%	39.99%
PELL Grant	61	309	4,769	32.80%	44.65%	14.74%
Other	186	223	1,672	100.00%	32.23%	5.17%
<b>PROGRESS</b>						
<b>Persistence</b>						
Enrolled in Fall	186	669	23,205			
Persisted to Spring	182	604	16,192	97.85%	90.28%	69.78%
Did not Persist	4	65	7,013	2.20%	10.76%	30.22%
<b>COURSE COMPLETION</b>						
<b>Degree Applicable</b>						
Attempted	1,697	5,308	128,756			
Failed	183	767	33,687	10.78%	14.45%	26.16%
Successful	1,514	4,541	95,069	89.22%	85.55%	73.84%
<b>BASIC SKILLS</b>						

<b>ESL</b>						
Attempted	19	88	1,813			
Failed	4	12	384	21.05%	13.64%	21.18%
Successful	15	76	1,429	78.95%	86.36%	78.82%
<b>English</b>						
Attempted	16	38	1,705			
Failed	0	6	595	0.00%	15.79%	34.90%
Successful	16	32	1,110	100.00%	84.21%	65.10%
<b>Math</b>						
Attempted	13	61	2,211			
Failed	2	17	730	15.38%	27.87%	33.02%
Successful	11	44	1,481	84.62%	72.13%	66.98%
<b>ACADEMIC SUCCESS</b>						
Degree	1	122	1,531	0.54%	17.63%	4.73%
Certificate	0	33	572	0.00%	4.77%	1.77%
<b>WORKFORCE DEVELOPMENT</b>						
<b>Apprenticeship Course (SAM = A)</b>						
Attempted	-	-	156			
Failed	-	-	12			
Successful	-	-	144			
<b>Advanced Occupational (SAM=B)</b>						
Attempted	1	109	1,512			
Failed	-	2	202	0.00%	1.83%	13.36%
Successful	1	107	1,310	100.00%	98.17%	86.64%



<b>Clearly Occupational (SAM=C)</b>						
Attempted	152	1,231	30,441			
Failed	15	155	6,474	9.87%	12.59%	21.27%
Successful	137	1,076	23,967	90.13%	87.41%	78.73%
<b>Possibly Occupational (SAM=D)</b>						
Attempted	67	265	9,333			
Failed	7	37	2,659	10.45%	13.96%	28.49%
Successful	60	228	6,674	89.55%	86.04%	71.51%
<b>PETALUMA UNIT BREAKDOWN</b>	<b>85</b>	<b>141</b>	<b>8169</b>			
3.0 or less	17	33	2,814	20.00%	23.40%	34.45%
3.5 - 6.0 units	9	34	2,032	10.59%	24.11%	24.87%
6.5 - 9.0 units	9	24	1097	10.59%	17.02%	13.43%
9.5 - 12.0 units	3	5	652	3.53%	3.55%	7.98%
12.5 - 15.0 units	8	14	522	9.41%	9.93%	6.39%
15.5 - 18.0 units	8	7	324	9.41%	4.96%	3.97%
18.5 - 21.0 units	6	6	263	7.06%	4.26%	3.22%
21.5 - 24.0 units	11	5	207	12.94%	3.55%	2.53%
24.5 - 27.0 units	10	2	146	11.76%	1.42%	1.79%
27.5-30.0	3	0	80	3.53%	0.00%	0.98%
30.0+	1	2	32	1.18%	1.42%	0.39%
12.0 - 21.0	22	26	1,220	25.88%	18.44%	14.93%
21.5+	26	10	519	30.59%	7.09%	6.35%

## 6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	01	02	Doyle Scholarship Program growth	Adapt to program growth as Doyle Trust distributions increase.	Fall 2013 and Spring 2014	Staff processing and tracking time. May be increase in timebase of Scholarship technician, may be additional STNC staff.
0002	ALL	01	02	Foster Youth Completion Incentive Award	The Summer 2013 pilot program was successful. Eleven additional awards were offered during 2013-14 resulting in a four-year commitment of up to \$79,000. This multi-term award rewards and incentivizes advancement towards the student's academic goals.	Fall 2013 and Spring 2014	Staff processing and tracking time. New awards will be offered in 2014-15, which will add to the current cohort of recipients. May be increase in timebase of Scholarship technician, may be additional STNC staff.
0003	ALL	01	02	Develop new award programs	Develop new need-based student award programs based on new gifts to the SRJC Foundation.	Fall 2013 and Spring 2014	Manager's time to brainstorm needs and program ideas and then to collaborate with interested parties and develop program criteria; staff processing time which may outstrip current staff capacity.
0004	ALL	01	02	Development and implementation of the Spring 2014 New & Returning Scholarship Program.	To develop, advertise, select, and award \$52,500 in new scholarships to New and Returning SRJC students for the start of the Spring 2014 semester. This award provided financial support to students to assist with the cost of school beyond the cost of fees. This also aided in the District's enrollment efforts.	Spring 2014	Program successfully developed and implemented in eight weeks.

## 6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
ALL	Doyle Scholarships have returned! Although at a small level of \$500,000 in 2013-14, bringing back the application cycle, awarding process, and high school award ceremony process was relatively smooth. The future challenge will be to accommodate the growth of the program, the rate of which is unknown and unpredictable at this time. Program growth will depend on distributions from the Doyle Trust.
ALL	The addition of \$6M to the endowment for student scholarship awards has added to significant growth in the scholarship programs. These high-touch programs continue to develop and require a significant amount of personalized attention: the Teaching Fellows Program, the Pell Continuation Grant, and the Foster Youth Completion Incentive Award program.
ALL	The launch of the SRJC Teaching Fellows Program in Spring 2013 was a resounding success due to the extensive collaboration done with faculty during the program's development. The program completed its first full year for 2013-14 and has selected the recipients for the 2014-15 academic year.
ALL	The development of the Foster Youth CIA program during Spring 2013 was done collaboratively with the Manager, FKCE and the Dean, Child Development. The first multi-term cohort was selected during Fall 2013 and is being monitored for completion and progress towards their goals. This student population is high-risk and high-need. Hopefully the program will support improved student outcomes.

## 6.2b PRPP Editor Feedback - Optional

The Scholarship Programs department has been challenged with program contraction since the suspension of distributions from the Doyle Trust in September, 2008. Staff have retired, been transferred to Financial Aid or have been reengineered due to reduction in workload in Scholarship and increase in workload in Financial Aid. The remaining staff has continued to successfully offer and deliver awards for the entire SRJC Foundation and a growing Business & Community Scholarship Program, as well as 4 years of the Bridging the Doyle Scholarship Program.

Doyle Trust distributions resumed in September 2012! The Doyle Scholarship Program was re-instated (with more stringent criteria) with \$500,000 in 2013-14 Doyle Scholarship awards. The entire application, awarding and high school certificate ceremony process was completed during Spring 2013. The number of qualified applications received for 2014-15 (873) over 2013-14 (689) increased nearly 27%. The Scholarship Committee has recommended an increase in the individual award amount from \$700 to \$1,000. Beginning Fall 2014, the requirements for students to receive the Doyle Scholarship now include Student Success Act elements: by the fall semester students must complete a New Student Orientation, and Math and English placement exams and maintain enrollment in 12 units. For the spring term students must complete Fall 2014 SRJC coursework with a 2.5 term GPA, enroll in and maintain enrollment in at least 12 units at SRJC, and develop and file an Educational Plan with an SRJC counselor. The future challenge for the Doyle Program is to prepare for the continued growth of the program based on distribution level increase, without knowing what the anticipated growth in distribution/income stream will be.

The generous gift of \$6 million from an anonymous donor to support student scholarships at SRJC continued to grow in 2013-14 and will have a significant impact on the Scholarship Programs operations in 2014-15. The Scholarship staff will need to be prepared to administer these expanded programs. This endowed fund is providing \$197,724 of distribution in 2014-15. The endowment provided funding for 12 students in the second cohort of SRJC Teaching Fellows Program for a year-long Fellowship. Feedback from faculty and students has been overwhelmingly positive. The anonymous gift also allowed for a Pell Continuation Grant, Transferring Student Awards, and

implementation of the Foster Youth Completion Incentive Award (a high-touch program with frequent evaluations of the student's academic progress).

Other notable contributions continue to add to the growth of our Scholarship Programs. The Osher/Osher Lahm Scholarships awarded \$90,000 in 2013-14; Schaffner Teaching Scholarships awarded \$47,000; Glenn H. and Mildred B. Long Music Scholarship awarded \$18,500; and the new Leona Dixon Lisignoli and Reno Lisignoli Scholarship awarded \$14,000 in 2013-14 to support students in vocational programs.

Developed, funded and delivered in eight weeks, the Spring 2014 New and Returning Scholarship program totaling \$52,500 included a generous one-time gift from the SRJC Foundation. This innovative program met additional student needs and supported the enrollment of additional students for the Spring 2014 term.

## 6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	01	02	Doyle Scholarship Program growth	Adapt to program growth if Doyle Trust distributions increase.	Fall 2014 and Spring 2015	Staff processing and tracking time. May be increase in timebase of Scholarship technician, may be additional STNC staff.
0002	ALL	01	02	Online Doyle Application Pilot	Pilot an online application and submission process with up to five local high schools.	Fall 2014 and Spring 2015	Programming and development time; high school volunteers.
0003	ALL	01	02	Foster Youth Completion Incentive Award	Review 2013-14 program and student progress, administer awards and then offer additional Fall 2014 and Spring 2015 award.	Fall 2014 and Spring 2015	Staff processing and tracking time. May be increase in timebase of Scholarship technician, may be additional STNC staff.
0004	ALL	01	02	Develop new award program	Develop new need-based student award program if needed based on gift to SRJC Foundation.	Fall 2014 and Spring 2015	Manager's time to brainstorm needs and program ideas and then to collaborate with interested parties and develop program criteria; staff processing time which may outstrip current staff capacity.
0005	ALL	08	07	Develop a Scholarship contact and award detail management database,	Develop a contact and award database to support the growing Business & Community scholarship program.	Fall 2014 and Spring 2015	Programmer and development time.